

CONTRACT POSITION OPENING
Climigration Network Manager

The Consensus Building Institute (CBI) is seeking applicants for a full-time contract position, Climigration Network Manager.

The Climigration Network is a social-impact network that serves as an innovation hub for communities, institutions, and practitioners focused on managed retreat. Since our founding in 2016 as an initiative of CBI, the Climigration Network has grown to include roughly 50 engaged member-leaders and over 500 subscribers to our regular communications. We host webinar-style learning sessions and produce a curated digest of the latest news, scholarship, and events focused specifically on climigration. In 2018, we awarded five \$7,500 seed grants to community-led managed retreat efforts in Alaska, Texas, Louisiana, Florida, Connecticut, New York, Virginia, and New Hampshire. Many of the most prominent voices in the country on climate-induced relocation are members of the Network, and at least a dozen Network members have spoken at conferences and other gatherings specifically on climigration topics. Network members have been consulted or quoted by journalists from Vice, the New York Times, the Resilience Journal, ClimateX, CBS, Policygenius, American Banker, and on podcasts, including Radio EcoShock and Invisibilia. Members of the Network play key roles in organizations doing important work on this and related topics, including state and federal agencies, and non-profits and academic institutions, such as Higher Ground, the Alaska Institute for Justice, the Georgetown Climate Center, and the American Society of Adaptation Professionals.

The Consensus Building Institute (CBI) is the fiscal and administrative host for the Climigration Network. CBI is a nonprofit organization that helps leaders and stakeholders collaborate to solve complex social, environmental, and economic challenges. There is no formal fiscal sponsorship agreement between CBI and the Network, as the Network is not an individually registered entity. It remains housed at CBI, a 501(c)(3) organization.

POSITION OVERVIEW

The Climigration Network Manager will steward the Network into its next phase of development. To date, various practitioners within CBI have functioned as the lead organizers and strategic guides for the Climigration Network. The Network has outgrown this model and is in need of a fully-dedicated leader who will work as a facilitative partner with the volunteer leadership to guide the Network. The Network Manager will guide the Climigration Network through critical next steps as we refine our mission and purpose through a strategic planning process and develop plans to expand our reach and influence.

In late 2019, the Climigration Network secured funding from the Doris Duke Charitable Foundation and the Summit Foundation to support the Network through the end of 2021. Some of the key activities the Climigration Network Manager will help lead during that time include:

- **Develop a 3-5 year strategic plan.** The Strategic Planning Work Group is currently overseeing the process to hire a strategic planning consultant to assist the Network in developing a 3-5 year strategic plan. Engaging in the strategic planning effort will be among the Network Manager's primary responsibilities.
- **Nurture and expand the Network.** Whatever the outcome of the strategic planning effort, the current members of the Network and our subscribers need ongoing support in order to connect, spark new ideas, and pursue their interests together. Also, the Network is growing day by day, requiring efforts to engage members in targeted and fulfilling ways. There are two work groups dedicated to promoting the Network's growth and vitality (Learning Community, Communications), both of which will be supported by the Network Manager.
- **Rebrand "managed retreat."** The term "climigration" is just one of many problematic ways of describing the space we are working in. Managed retreat, strategic retreat, strategic relocation, and other phrases have their respective challenges. A work group dedicated to this project is in the process of engaging a communications expert to "rebrand" the way this issue shows up so practitioners and people with lived experience can engage the topic more effectively.
- **Build support and raise funds for the Network beyond 2021.** One component of the strategic planning process is to develop a fundraising strategy. The Network has built a number of relationships with philanthropic organizations and is well-positioned to pursue support for its eventual strategy, through the work of the Climigration Network Manager and the Fundraising Work Group.

KEY DUTIES AND RESPONSIBILITIES

The Network Manager will be a full-time CBI contractor for at least two years (the period of funding received to date) and play a key role in securing funding for the position to continue. The Network Manager will receive training and coaching from an experienced CBI practitioner who has served as the project manager for the Climigration Network, as well as ongoing facilitation and program support from CBI staff.

Nurture and Build the Climigration Network

- Support Climigration Network members. The members of the Network lead its activities, following the Network's core principles and any strategy developed by consensus. The Network Manager's key role will be to support the members in their collective pursuits, whether in formal Climigration Network work groups or in less-formal member-to-member efforts that serve the vision and mission of the Network.
- Build the Network membership by working with member leaders to identify who might be missing from or under-engaged in the Network. In particular, members are interested in increasing the number and influence of Network members with lived experience with climate migration and managed retreat.
- Help manage existing systems and procedures and create new ones for communications, training, support, and feedback from Network members.

Program Development & Management

- Support and fully participate in the 3-5 year strategic planning effort.

- Coordinate budgets and administrative tasks.
- Supervise a CBI staff member with time dedicated to supporting the Climigration Network.
- Manage the Climigration Network Innovation Grants.
 - The Network intends to award small grants to individuals or organizations doing innovative, impactful work on the ground. The Network Manager will work with Network members to solicit proposals, manage the competitive selection process, and develop a system for connecting grantees to each other and to other Network members.
- Oversee the maintenance and continual improvement of existing communications, including a weekly news digest and archive. Work to update the website and media strategy and establish a social media presence.
- Work with volunteer leadership to develop and run networking and training programs for members and public audiences (e.g. webinars, in-person gatherings, etc.)

Build Strategic Partnerships and Sustained Funding

- Develop and manage relationships with external partners, particularly funders or potential funders.
- Work with CBI, the Fundraising Working Group, and others to continue to seek funding opportunities to grow and expand the Network's work, reach, and impact.

QUALIFICATIONS AND COMPETENCIES

The Network Manager will be capable of shepherding diverse teams and building initiatives from early to more mature stages. Strong applications will have demonstrated experience in collective action networks, facilitation, strategic thinking, project management, and fundraising. Ideally, they will have knowledge of climate migration and its implications or demonstrate the interest and capacity to develop expertise in short order.

The Network Manager will possess the following skills and attributes:

- The ability to catalyze a culture of cooperation by fostering opportunities to develop camaraderie and trust between Network members and between the Network and community partners.
- The ability to productively resolve conflicts in values and beliefs between volunteer leadership and Network members given the diversity of perspectives.
- The ability to manage multiple deadlines, systems, and Network members' activities simultaneously.
- A strong commitment to enabling actors diverse in income, ethnicity, geography, scale, and educational background to come together to confront complex problems of land use, loss, change, institutional inertia, power, and inequity.
- Demonstrated capacity to develop and fundraise in order to grow the Network's organizational capacity and fulfill its objectives.

The Network Manager will possess knowledge of the following topics:

- Network building and network structures

- Facilitation and collaborative problem solving
- Program development processes and implementation of new initiatives, including planning, costing, team building, execution, and evaluation techniques
- Responsive management techniques with the ability to rapidly make and implement decisions that take into account members' diverse perspectives and changing conditions
- Active listening, verbal, and written communications

The ideal candidate will also have knowledge of climate change action, managed retreat, and the equity implications associated with these topics.

COMPENSATION AND BENEFITS

CBI will offer a salary for this position within the range of \$95,000 - \$114,000, commensurate with experience. As a contractor, the Network Manager will not be eligible for benefits from CBI, but an above-market salary is intended to provide for such.

TIMELINE AND HOW TO APPLY

The application deadline is March 5, 2020, and applicant screening will happen March 6 - 18, 2020. Requests for interviews will occur by March 18, 2020, and interviews (via Zoom) will be scheduled for the week of March 28, 2020. A final decision will be made by April 15, 2020. This is an intended hiring timeline; changes to this timeline will be communicated with candidates and updated on climigration.org. **To apply**, please send a resume and cover letter to Maggie Osthues at mosthues@cbi.org.

CONSENSUS BUILDING INSTITUTE

CBI is a not-for-profit organization created by leading practitioners and theory builders in the field of dispute resolution. CBI serves public, nonprofit, and private clients worldwide by providing facilitation, collaboration, and dispute resolution services; training in negotiation and consensus building techniques; and evaluative research. CBI's vision is to be a place where a diverse mix of talented people want to come, to stay, and to do their best work. We believe our work has greater relevance and impact when our employees reflect the diversity of our world. We know that our consulting nonprofit runs on the hard work and dedication of our staff, and we are deeply committed to creating and maintaining an inclusive, connected, and supportive work culture. For further information about CBI, please visit our website at: www.cbi.org.

Diversity, Equity, and Inclusion

CBI's vision is a world where our most difficult challenges are solved through collaboration. We believe it is essential to give voice to the ideas and values of all affected stakeholders, including those traditionally excluded from decision making, in order to achieve wise, fair, and durable outcomes. CBI is committed to promoting diversity, equity, and inclusion — in our organization and work with stakeholders — to strengthen the engagement, dialogue, learning, and innovation required to effectively achieve our mission.